

RESOLVED

1. **That** the contents of the report on the Draft City of Ekurhuleni Travel Policy, **BE NOTED.**
2. **That** the City of Ekurhuleni Travel Policy attached to the report as Appendix A **BE APPROVED**

The Democratic Alliance and Economic Freedom Fighters voted against the item.



City of Ekurhuleni TRAVEL POLICY

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1. Definition of terms

Approving authority	a person who has, in terms of the Policy read with the System of Delegation, the authority to approve official travel and includes the Executive Mayor, Speaker of Council, the Chief Whip of Council, City Manager and any other person delegated to approve travel
Chair of Chair	means the Chairperson of Chairpersons of Oversight Committees
Chairperson of Committee	means the Chairperson of an Oversight Committee
Chief Whip	means the Chief Whip of Council
City Manager	means the Accounting Officer and head of the administration of the COE
CoE	means the City of Ekurhuleni
COO	means the Chief Operations Officer
Councillor	means a member of the CoE municipal council
Domestic travel	means any travel conducted within the borders of South Africa
Emergency	means a serious, unexpected, and often Dangerous situation requiring immediate action
Executive Mayor	means the political head of the COE
GCFO	means the Group Chief Financial Officer
HOD	means the Head of Department
IGR/ IR Unit	means Intergovernmental Relations/

	International Relations Unit
Internal Travel Unit	means an internal travel unit established to facilitate and coordinate all travel requirements
International Travel	means any travel conducted outside the borders of South Africa, including regional travel
MMC	means a Member of Mayoral Committee
Official	means any person who is under the employ of CoE permanently, temporarily or contracted for a fixed term
Official travel	means travelling as a result of the COE business engagements
Regional Travel	means any travel conducted within the SADC Region
Secretary of Council	means the Secretary of Council- who is an administrative head of the Legislative wing of the Municipal Council
Speaker	means the Speaker of Council who is the chairperson of the Municipal Council
Travel Management Company	means an external Travel Agency either contracted or not contracted by the CoE

2. Legal Framework

2.1 Constitutions of the Republic South Africa, 1996

2.2 Municipal Structures Act, 1998

2.3 Municipal Systems Act, 2000

2.4 Municipal Finance Management Act, 2003

2.5 Remuneration of Public Office Bearers Act, 1998

2.6 Ekurhuleni Metropolitan Municipality Standing Orders By-law

- 2.7 Labour Relations Act, 1996
- 2.8 Promotion of Access to Information Act, 2002
- 2.9 Promotion of Administrative Justice Act, 2000
- 2.10 CoE Supply Chain Management Policy

3. Purpose

This policy:

- 3.1.provides a framework to regulate all travel requirements for all Councillors and official City of Ekurhuleni travel;
- 3.2.is intended to define a set of rules and procedures for the City of Ekurhuleni official travel and related business;
- 3.3.seeks to emphasise the objectives of the MFMA on expenditure, in particular, to provide a timely and cost-effective travel and accommodation arrangements.

4. Conduct

When travelling for official purposes, travellers become ambassadors of the CoE and should conduct themselves with the necessary tact, diplomacy, decorum and in accordance with the applicable legislation, policies, legal prescripts and relevant Codes of Conduct.

5. Scope and application

5.1 This policy shall apply to City of Ekurhuleni Councillors and officials who during their performance of the official business of the CoE are required to travel using various travel modes i.e. air, bus, train, shuttle service and hired cars and requires accommodation.

5.2 This Policy shall apply consistently and no deviations shall be allowed except if there is a conflict with national or provincial policy or in unforeseeable circumstances provided prior approval is sought from the approving authority for such deviations.

6. Appointment of service providers for travel and ancillary services

6.1 The CoE shall, in accordance with the Supply Chain Management Policy and subject to National Treasury Guidelines and Directives, procure service providers and enter into service level agreements, service contracts or other contractual arrangement for the delivery of travel and other ancillary services.

6.2 The CoE may enter into Corporate agreements, Service Level Agreements and Service Contracts with airlines, hotels, car hire vendors, shuttle services, bus and trains vendors and travel agencies for the bulk and other sundry services.

7. Travel approval

7.1. Travel requests for Councillors in the executive (Members of the Mayoral Committee) shall be approved by the Executive Mayor after consultation with the Chief Whip of Council.

7.2. Travel requests for Councillors in the Legislature shall be approved by the Speaker and Chief Whip.

7.3. Travel applications for officials shall be approved in accordance with clause 8 below.

7.4. Approval in terms of this clause includes the final authority to decide on the list and number of delegate(s) to undertake the travel.

7.5. The Travel Office shall only proceed with bookings upon receipt of the relevant approval in accordance with 7.1, 7.2 or 7.3 above and where applicable the application form.

7.6. All applications for travel must clearly set out a breakdown of costs and confirm availability of funds for such travel.

7.7. All applications for travel must be motivated stating the value to be derived and the strategic linkage to the broader CoE's service delivery needs.

7.8. Approval for travel **MUST** be obtained at least **14 DAYS FOR DOMESTIC TRAVEL and 60 DAYS FOR INTERNATIONAL TRAVEL** in advance to allow for timeous and cost-effective arrangements for travel and accommodation.

7.9. Once an application for travel has been submitted, the approving authority must make a decision within a reasonable time taking into account the provisions of 7.8 above.

7.10. Upon approval of travel, all officials traveling shall be granted special leave. A leave form should be completed and approved by the relevant HoD or delegatee.

8. Delegations

The following delegations of authority apply:-

8.1 The City Manager approves travel for officials for all international travel provided that the Secretary to Council shall approve for officials in the Legislature in terms of (3) below, and for domestic travel for more than five (5) days.

8.2 The Chief Operations Officer approves domestic travel for officials for four (4) to five (5) days.

8.3 The Secretary to Council approves all travel for officials in the Legislature.

8.4 Heads of Departments may approve domestic travel for officials for three (3) days or less.

9. Bookings

9.1. To maintain consistency and standardisation, the coordination of all the COE travel remain the responsibility of the internal travel unit in conjunction with the approved travel management company.

9.2. All bookings are to be done in terms of the provisions of this travel policy, corporate agreements, service level agreements and contracts that the COE has entered into with different vendors in accordance with clause 6 above.

9.3. Only the internal travel unit may liaise directly with the approved Travel Management Company.

9.4. It is the responsibility of the traveller to ensure that all personal information reflects correctly on the travel booking.

9.5. The approved travel management company must ensure that the travel bookings and itineraries are correct and comply with this policy.

9.6. Travellers must be issued with itineraries at least three (3) days prior the trip.

10. Cancellations

10.1. All travel booking cancellations shall be formalised and reduced to writing and approved by the relevant approving authority.

10.2. Where the cancellation is caused by the traveller, and costs have been occasioned by such cancellation, the traveller shall be responsible for such costs unless the traveller submits proof to the approving authority within seven (7) days of the cancellation that the cancellation resulted from matters beyond his or her control.

10.3. The internal travel unit or the travel management company shall submit a detailed report of all cancellation and related costs to the City Manager.

11. After hours'/Emergency calls

11.1 The approved travel management company shall process only booking amendments done after hours due to an emergency and subject to approval by the approving authority.

11.2 Where practical, a report setting out reasons for the amendments must be submitted prior amendments.

11.3 Where it is not practical to submit the report prior amendments, the report must be submitted as soon as it is practical to submit such report, in any case within a week of the amendments.

12. Loyalty Programmes

12.1 Points or credits may be used by travellers in their own capacity.

12.2 The issuing or joining of such loyalty or reward programme shall be at the Councillor's or official's own cost and maintenance of such membership shall be at the individual owners cost.

13. Travel Expenses

13.1 The CoE shall incur all the costs for both Councillors' and officials' travelling on the CoE business provided there is a proper approval and the requirements of the provisions of this travel policy have been complied with.

13.2 The CoE Councillors and officials are personally liable for any costs incurred privately while traveling on the COE business.

13.3 Privately incurred costs include, but are not limited to, telephone calls, hiring movies, non-complimentary fridge contents, and hotel shuttle for personal trips.

14. Subsistence allowance

14.1 Daily subsistence allowances shall be applicable for the duration of the approved travel, and covers incidental expenses referred to in clause 25 below.

14.2 The allowance for international travel shall be calculated from the day of departure from and up to the day of arrival at home port (return in South Africa).

14.3 Subsistence allowance for domestic travel shall be calculated from the day of departure to the day of return.

14.4 Subsistence allowance for international travel shall be paid in foreign currencies in a form of cash or travel cards or both.

14.5 Subsistence allowances for both domestic and international travel shall be paid out to travelers in accordance with the annual determination of the South African Revenue Services (SARS).

15. Class of air travel

15.1 Domestic Travel

Executive Mayor	Economy Class
Speaker	Economy class
Chief Whip of Council	Economy class
Member of Mayoral Committee	Economy Class
Chairperson of Oversight Committee	Economy class
Chair of Chairs	Economy class
Ordinary Councillor	Economy class
City Manager	Economy class
COO	Economy class
Secretary of Council	Economy class
HOD's	Economy class
All other employees'	Economy class

15.2 International travel

Executive Mayor	Business Class
Speaker	Business Class
Chief Whip of Council	Business Class
Member of Mayoral Committee	Business Class
Chairpersons of section 79 Committees	Business Class
Councillor	Business Class
City Manager	Business Class
COO	Business Class

Secretary to Council	Business Class
HOD	Business Class
All other employees'	Business Class

16. Preferred airlines

The travel unit or travel management agency shall, subject to clause 6 above, always endeavour to book South African Airways ("SAA") unless seats are not available or it does not fly the route.

17. Travel extensions

17.1 A traveller may extend a stay while on a trip provided the grounds for the extension is as a result of unforeseen circumstances such as natural disaster or unknown medical condition. The approving authority shall make the final determination upon consideration of the reasons submitted.

17.2 The costs occasioned by an approved extension in accordance with 17.1 above shall be covered by the CoE.

17.3 A traveller can extend a trip for his/her personal reasons provided that:

17.3.1 The traveller informs the approving authority of the intended extension;

17.3.2 The cost of extension in relation to travel, accommodation, shuttle service, car hire, airport taxes, insurance and any other cost associated with the extended stay shall be borne by the traveller's account;

17.3.3 The traveller applies for leave as per the Council leave policy and proper approval is sought before the trip; and

17.3.4 No subsistence allowance can be claimed by the traveller during the extended period.

18. Travel Insurance

The CoE shall provide travel insurance cover for all Councillors and officials travelling on Council business.

19. Travel costs to and from the airport

Transport costs incurred to and from the airport at home port shall be borne by the traveller.

20. Parking cost at the airport

Parking cost at the airport shall be borne by the traveller.

21. Toll gate/toll road cost

Toll gate cost when travelling on Council business shall be reimbursed by the CoE on submission of documentary proof.

22. International Accommodation

22.1 Reservations shall be made on a bed and breakfast and where available bed, breakfast & dinner basis only.

22.2 CoE must pay the hotel's holding costs where same is applicable.

23.Domestic accommodation

23.1 Reservations shall be made on a dinner, bed and breakfast basis unless otherwise specified.

23.2 CoE must pay the hotel's holding costs where same is applicable.

24.Travel costs in a foreign country

24.1 The CoE shall be responsible for the cost of transport to and from the airport in a foreign country, and between hotel and conference or meeting venue.

24.2 Unless otherwise specified, each traveller shall be responsible for any incidental or private trip in a foreign country.

24.3 If a delegation is supplied with a driver and a vehicle, no deviations are permissible from the authorised route.

25. INCIDENTAL EXPENSES

ALL INCIDENTAL EXPENSES AS LISTED BELOW THOUGH NOT LIMITED TO THE FOLLOWING WILL BE COVERED BY THE TRAVELLERS SUBSISTENCE ALLOWANCE

- I. Laundry and dry cleaning service when away for more than 5 days
- II. Ironing service
- III. Lunch
- IV. Gratuity
- V. Room service
- VI. Private and external telephone calls
- VII. Fax services

- VIII. Internet services
- IX. Alcoholic beverages
- X. Massage and beauty therapy
- XI. Extra pay television other than the one available in the hotel
- XII. Mini Bar products
- XIII. Photocopying
- XIV. Business centre and internet connectivity unless offered as part of the package or for free for business patrons.

26. Car rental services

26.1. Class of car rental (Classification guideline in Annexure B)

Executive Mayor	Group F or G or equivalent
Speaker	Group F or G or equivalent
Chief Whip of Council	Group F or G or equivalent
Member of Mayoral Committee	Group B or equivalent
Chairperson of Oversight Committee	Group B or equivalent
Chair of Chair	Group B or equivalent
Councillor	Group B or equivalent
City Manager	Group F or G or equivalent
COO	Group B or equivalent
Secretary of Council	Group B or equivalent
HOD	Group B or equivalent
All other employees'	Group B or equivalent
Group delegation	Group N or equivalent

Exceptions:

- Travellers with disability requiring adapted cars
- Automatic car requests to be stated upfront
- More than three Councillors or officials travelling in one vehicle with luggage will be accommodated in the next level group.
- Shuttles to be utilised only if the traveller doesn't have a valid driver's licence or has medical conditions (proof of doctor's confirmation to be provided).

27. Car rental insurance in case of domestic travel

27.1. All hired car to be comprehensively or super insured to avoid claims against the CoE.

27.2. The driver of the vehicle should adhere to the following conditions:

27.2.1 To present an unendorsed drivers licence to the hired car vendor before signing the agreement;

27.2.2 The rental agreement to be signed by the driver;

27.2.3 The driver should inspect the vehicle and ensure that no damages are present in the vehicle before signing;

27.2.4 All traffic fines to be paid directly by the driver;

27.2.5 Refuelling of the car to be done by the driver and submit documentary proof for reimbursement; and

27.2.6 Any accident and damage to the vehicle, shall be reported to the nearest SAPS within 24 hours and a case number be submitted immediately to the insurance section of the Finance department.

28. Travel clinic costs

The CoE shall be responsible for all travel clinic related costs.

29. Donor/Sponsor Funded travel

The following regulates donor or sponsor funded official travelling:

29.1 All expenses to be paid by the donor or sponsor must be clearly listed in the approved form.

29.2 A declaration should be made that Council will not in any way be liable for any cost as a results of such travel, unless it is clearly stated and approval has been granted.

29.3 Should the sponsor/donor not be able to pay for the subsistence allowance, the COE will pay for the allowance. In the event where a subsistence allowance paid by the donor/sponsor is lower than the subsistence paid by the CoE, the COE shall pay the difference.

29.4 A declaration shall be formally provided that there is no conflict of interest with official duties.

NB: Approval by the relevant authority should still be sought in accordance with clause 7 above, and the extent of the sponsorship or donation clearly stated in the request.

30. Spousal / family member travel

A Councillor or official that wishes to travel with their spouse and /or family member during an official trip shall bear all costs in respect of such spouse or family member.

31. Conferences/workshop and seminar for travellers

The CoE shall bear all the costs associated with conference/workshop/seminars registrations and fees for the traveller

32. Visa fees / costs

All visa fees / costs shall be borne by the CoE.

33. Payment of vendors/suppliers

33.1 Air travel

Air travel account payment shall be on the CoE account with the Supplier/Vendor/TMC. The CoE shall pay the supplier/vendor/TMC within 30 days upon receipt of all the necessary documents.

33.2 Accommodation

Accommodation payment shall be done on a 30 days' billback account to the supplier /vendor/TMC. The CoE shall pay the supplier/vendor/TMC within 30 days upon receipt of all the necessary documents.

33.3 Car hire and shuttle services

Car hire payment shall be done on a 30 days' account bill back account to the supplier/vendor/TMC. The CoE shall pay the supplier/vendor/TMC within 30 days upon receipt of all the necessary documents.

33.4 Conference/workshop/seminars registrations and fees

Conference/workshop/seminars fees shall be paid based the conference/workshop/ seminar requirements.

34 Title and Commencement

This policy is called the City of Ekurhuleni Travel Policy and takes effect from the date of approval by Council and accordingly rescinds and replaces any other Travel Policy currently in place.